



**SPECIFIC USE PERMIT
APPLICATION**

Must be accompanied by a
Master Application
May 2019

City of Hutto Development Services
500 W. Live oak Street Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PROJECT NAME: _____

PROPERTY ADDRESS: _____

Current zoning district: _____ Current Use: _____

Proposed Use: _____ Code reference for specific use permit requirement: _____

Current zoning: North of property: _____ South of property: _____
East of property: _____ West of property: _____

FEES All required fees may be provided by cash, credit card or check made payable to: City of Hutto

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- Complete Master application and Specific Use Permit application.
- Applicant has coordinated with staff on submittal requirements.
- Proof of ownership (copy of deed).
- Sketch of property by a registered professional land surveyor on (1) 8 1/2" x 11".
- Letter of intent explaining reason(s) for request.
- List of all property owners (from WCAD) within 200-ft of subject property.

REVIEW CRITERIA

- Uses requiring a specific use permit are listed in the permitted use tables of the UDC.
- Proposed use conforms to code requirements and is consistent with the comprehensive plan, community, neighborhood and other applicable land use and development plans.
- Proposed use is compatible with existing and permitted uses in the surrounding area and would not adversely affect property near the site.
- Site is a legal building lot.

PROCESSING

- Application intake, staff review and determination that it is complete, meeting scheduling, public notification (mailed/published/website notification).
- Notification required 16 days prior to scheduled meeting date (published).
- Notification required 16 days prior to scheduled meeting date (mailed).
- All final documents related to commission action are required 10 days prior to scheduled meeting date.
- All final documents related to city council action are required 10 days prior to scheduled meeting date.

FOR DEPARTMENT USE ONLY:

Submittal date	Date accepted for review	Check No.	Fees paid	PZ Mtg. date	CC Mtg. date



MASTER APPLICATION

Must accompany all application types
Unless otherwise indicated
May 2019

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500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
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512-759-5962 Fax
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PROJECT NAME: _____ APPLICATION TYPE _____

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____

Legal Description: Lot(s) _____ Block _____ Subdivision _____

Deed Reference: Volume _____ Page(s) _____ or Document No. _____

City Limits or ETJ: _____ Current Zoning District: _____

PROPERTY OWNER INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature

Property Owner Printed Name

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____ A.D.

Notary Public Signature

Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)